

MHSA COUNTY PLAN REVIEW PROCESS WORKFORCE EDUCATION AND TRAINING COMPONENT

MHSA Plan Review Process		Lead	Days
1.	Receive plan at Workforce Education and Training Unit and log in.	E&T	1
2.	Complete administrative review for plan completeness. ▪ Return to county point of contact if not complete	E&T	3
3.	Send copy of plan to OAC (as soon as practical) ▪ Agree with OAC on timeline to receive comments (Three dates chosen with OAC SPOC for DMH Review Team teleconference within 30 days to provide opportunity for OAC approval)	E&T	2
4.	Receive comments from OAC ▪ OAC Review Team reviews and comments on plan ▪ OAC Review Team sends comments to DMH at least one week before DMH review team teleconference • OAC approves comments through Consent Agenda ▪ OAC sends any revisions to E&T team leader to be included with final packet	(OAC within 14) (OAC within 30) (OAC within 45)	
5.	Establish DMH review team and distribute plan and review tool. DMH review team members include: ▪ Education and Training Unit team leader ▪ Community Services Implementation liaison ▪ Client and family member liaison ▪ Office of Multi-Cultural Services liaison ▪ California Mental Health Planning Council representative ▪ Oversight and Accountability representative	E&T (invited) (invited)	3
7.	Schedule and conduct review team teleconference. ▪ As needed and appropriate, schedule extra teleconference Between OAC SPOC and E&T team leader if OAC amends staff's comments after review team's teleconference.	E&T	30
8a.	Plans recommended for approval: ▪ Prepare plan summary, analysis, and approval letter to review team/Community Services Deputy/DMH Director for review and approval ▪ Send plan summary, analysis and approval letter to county • Send copy of approval letter to OAC	E&T (15) (3)	18
Total business days to process approved plans:			57

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8b. Plans needing additional information:		E&T	
▪ Schedule and conduct teleconference with county, to include review team members I			15
▪ Prepare and send to county written teleconference summary and requested additional information/plan revisions (at least 5 days in advance of teleconference)			15
▪ Counties re-submit plan			
-Minor changes: DMH confirms change is made			
-Major changes: repeat steps 1-6			
▪ Once plan approved, initiate Step 8a			
9. Receive approved county plan at County Support Branch and log in.	SOC		1
10. Prepare contract amendment for DMH review and approval.	SOC		10
11. Upon contract execution distribute copies of contract amendment to Contracts, Accounting, County Operations, MHSA	Contracts		